



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSISTANT STATE FIRE MARSHAL</b>	<b>42</b>	<b>A</b>	<b>11.500</b>

Under administrative direction of the State Fire Marshal, serve as a full Deputy Director in managing and directing division activities, including statewide programs of code adoption, enforcement, inspection, and plans examination for fire and life safety; permitting of facilities engaged in hazardous material storage and use; fire, arson, and explosives-related investigations; and formal training for fire service, emergency response, and industry personnel in fire protection, fire investigation, and hazardous materials incident response.

Supervise all division staff and programs through three section heads: a Chief Deputy State Fire Marshal supervising peace officers responsible for fire-related investigations, code enforcement, licensing of fire-related devices and certification of related technicians; a Fire Protection Engineer supervising plans examination and hazardous materials permitting and inspection; and a Training Superintendent managing a federally-contracted regional training center for hazardous materials incident response, as well as State-mandated training for fire service personnel throughout Nevada.

Review the division's staffing, organization, resources, and performance against existing and new statutory mandates, expectations of affected industry and governmental segments, and the division's overall goal of reducing loss of life and property from fire and hazardous materials incidents statewide; recommend and implement changes as appropriate; participate with other divisions in developing cooperative uses of personnel and programs.

In collaboration with the Fire Marshal and the State Board of Fire Services, coordinate the drafting and adoption of regulations relating to fire prevention, storage and use of combustibles, flammables, fireworks and explosives; building codes related to fire and life safety in public and commercial buildings; the investigation of and penalties for arson and fire-related fraud; standards for fire safety protection equipment and appliances, explosives and the certification of related technicians. This regulatory function involves soliciting and responding to the input of local building and fire protection officials, governing bodies, professional associations, the regulated industries, and the public on an ongoing basis as well as in formal public hearings held throughout the state. The adopted regulations set the minimum standard for building codes in all local jurisdictions.

By statutory requirement, participate in the development of regulations promulgated by other State agencies in relation to fire and life safety (e.g., child care and health care facility inspection standards, building materials); serve as a member of State boards, commissions, and committees related to the Fire Marshal's responsibilities; provide services to other State agencies, such as developing and implementing a hazardous materials permitting process to incorporate related mandates of two other agencies.

Serve as chief administrative officer for the Office of the State Fire Marshal, including responsibility for personnel actions, budget development and management, facility management, purchasing, office automation, and liaison with other State agencies and the legislature.

Testify at legislative hearings regarding proposed legislation and budget requests; draft bills relating to the Fire Marshal's areas of responsibility for consideration by the legislature; prepare reports for management, the State Board of Fire Services, and the legislature.

Serve as Secretary to the State Board of Fire Services, comprised of representatives of industry and governmental segments affected by the Fire Marshal's activities (fire service, architects and engineers, hazardous materials specialists); serve as Secretary to the State Fire Service Standards and Training Committee; consult with and participate in numerous professional, community, and governmental organizations concerned with various aspects of the Fire Marshal's activities; provide input and testimony to professional fire and building code standards committees in support of the State's interests.

Develop operational agreements between the State Fire Marshal's Office and qualified local governments to whom specified portions of the Fire Marshal's duties are delegated through interlocal agreements; coordinate staff audits of work performed under interlocal agreements; may develop the division's resources and pass-through funding to local governments by arranging industry contributions and writing grant proposals.

Maintain current law enforcement, fire service and arson investigation training and certifications; serve as technical resource to staff on the most complex problems in the areas of arson and fire cause and origin investigations, code enforcement, plans examination, and hazardous materials storage and incident response.

Act on behalf of the State Fire Marshal as assigned.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants are subject to a background check.

**EDUCATION AND EXPERIENCE:** Seven years of experience in fire and life safety code enforcement, fire investigations, and fire service training or suppression, including four years supervising professional staff; **OR** graduation from an accredited four-year college or university with major work in fire science, physical science, or a closely related curriculum and four years of experience supervising professional staff in fire code enforcement, fire investigation, and fire service training or suppression; **OR** two years of experience as a Chief Deputy State Fire Marshal in Nevada State service. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** current fire prevention principles, methods, and technologies; the principles and methods of investigation for arson and fire cause and origin; uniform building and fire codes. **Working knowledge of:** the roles and practices of fire and law enforcement agencies at the local, State and federal levels; civil and criminal justice proceedings; incident command; hazardous materials storage and incident response. **Knowledge of:** organizational management principles; training techniques and principles. **Ability to:** manage diverse programs through subordinate supervisors; provide technical direction and program evaluation in the full range of activities conducted by the division; evaluate organization design, staffing, policies and procedures, and recommend changes to improve customer service and fulfillment of statutory mandates; develop and manage budgets; write business and technical reports and correspondence; read construction blueprints; interact effectively with people in demanding contexts including acting as incident commander in multi-agency investigations, managing sensitive criminal investigations, and developing consensus among stakeholders on code changes and other matters of conflicting priorities; present expert testimony in court on fire-related investigations; make effective oral presentations to the legislature, other governing and advisory bodies, and industry and community groups.

**MINIMUM QUALIFICATIONS** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** the Nevada Fire Service Program; State Fire Marshal regulations. **Ability to:** design and implement records and reporting systems; design procedures for program operations; coordinate and allocate resources effectively; develop programs to fulfill new service needs; draft legislation and regulations; set standards for fire safety protection; make immediate decisions in emergency situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.500

ESTABLISHED: 7/1/67  
REVISED: 10/25/74  
REVISED: 5/1/78-3  
REVISED: 10/25/85  
REVISED: 9/18/85R  
1/17/86PC  
REVISED: 8/6/87-3  
REVISED: 11/15/91PC  
REVISED: 8/23/93R  
8/11/95UC  
REVISED: 7/1/97LG  
REVISED: 3/29/01UC